

<b>AMENDMENT OF SOLICITATION. MODIFICATION OF CONTRACT</b>		1	<b>TRACT ID CODE</b>	PAGE OF PAGES 1 8
<b>2. AMENDMENT/MODIFICATION NO.</b> A019		<b>3. EFFECTIVE DATE</b> See Block 16 C.		<b>4. REQUISITION/PURCHASE REQ. NO.</b> 36-03GO10429.002
<b>6. ISSUED BY</b> Golden Field Office U. S. Department of Energy 1617 Cole Blvd. Golden, CO 80401		<b>7. ADMINISTERED BY (If other than Item 6)</b> Golden Field Office U. S. Department of Energy 1617 Cole Blvd. Golden, CO 80401 (Jim Damm, 303-275-4744)		
<b>8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)</b>  Integrated Resource Technologies, Inc. 6564 Loisdale Court Suite 318 Springfield, VA 22150		<input checked="" type="checkbox"/> <b>9A. AMENDMENT OF SOLICITATION NO.</b>  <input type="checkbox"/> <b>9B. DATED (SEE ITEM 11)</b>  <input checked="" type="checkbox"/> <b>10A. MODIFICATION OF CONTRACT/ORDER NO.</b> DE-AC36-00GO10429  <b>10B. DATED (SEE ITEM 13)</b> 03/01/2000		
<b>CODE</b>	<b>FACILITY CODE</b>			

**11. THIS ITEM APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:  
 (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See page 3 of this Modification

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<input checked="" type="checkbox"/>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority)</b> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	<b>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>
<input type="checkbox"/>	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</b>
<input checked="" type="checkbox"/>	<b>D. OTHER (Specify type of modification and authority)</b> FAR 52.232-22 "Limitation of Funds"

**E. IMPORTANT: Contractor** ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

See attached pages 2 through 7 of this modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

<b>15A. NAME AND TITLE OF SIGNER (Type or print)</b> FAYE FIELDS, PRESIDENT & CEO		<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b> Matthew A. Barron, Contracting Officer	
<b>15B. CONTRACT/OFFEROR</b> BY <u>Faye Fields</u> (Signature of person authorized to sign)	<b>15C. DATE SIGNED</b> 3/31/03	<b>16B. UNITED STATES OF AMERICA</b> BY <u>Matthew A. Barron</u> (Signature of Contracting Officer)	<b>16C. DATE SIGNED</b> 4/1/03

The purpose of this modification is to (1) add funds in the amount of \$430,133.32; (2) add Contract Line Items for support to the Philadelphia Regional Office; and (3) incorporate the attached Wage Rate Determinations to Attachment D of the Contract. Therefore, the contract is modified as follows:

1. Section B.2., "Estimated Cost Plus Fixed Fee", is hereby modified to add:

CLIN 0003AD-Philadelphia Regional Office—Option Period 2 (April 1, 2003 – March 1 2004)

REDACTED  
EXEMPTION 4

REDACTED  
EXEMPTION 4

Total Estimated Cost Plus Fixed Fee \$ 575,841.70

CLIN 0004AD-Philadelphia Regional Office—Option Period 3 (March 2, 2004 – March 1, 2005)

REDACTED  
EXEMPTION 4

REDACTED  
EXEMPTION 4

Total Estimated Cost Plus Fixed Fee \$ 623,219.06

2. Section B.3., "Level of Effort/Direct Productive Labor Hours (DPLH)", Paragraph 2 is hereby deleted and replaced with the following:

	<u>Golden Field Office</u>	<u>Seattle Office</u>	<u>Chicago Office</u>
Base Period (24 months)	<u>96,300 DPLH</u>	<u>11,280 DPLH</u>	<u>8,187 DPLH</u>
Option Period 1 (12 months)	<u>48,150 DPLH</u>	<u>5,640 DPLH</u>	<u>5,778 DPLH</u>
Option Period 2 (12 months)	<u>48,150 DPLH</u>	<u>5,640 DPLH</u>	<u>5,778 DPLH</u>
Option Period 3 (12 months)	<u>48,150 DPLH</u>	<u>5,640 DPLH</u>	<u>5,778 DPLH</u>
	<u>Boston Office</u>	<u>Philadelphia Office</u>	
Base Period (24 months)	<u>551 DPLH</u>	<u>N/A</u>	
Option Period 1 (12 months)	<u>988 DPLH</u>	<u>N/A</u>	
Option Period 2 (12 months)	<u>988 DPLH</u>	<u>12,677 DPLH (11 months)</u>	
Option Period 3 (12 months)	<u>988 DPLH</u>	<u>13,720 DPLH</u>	

3. Section B.4, "Limitation of Funds", is hereby modified to read as follows:

Pursuant to the clause entitled "Limitation of Funds," total funds in the amount of \$7,678,904.52 have been allotted for obligation and are available for payment of allowable costs and fixed fee to be incurred from the effective date of this contract through the period estimated to end June 30, 2003.

Amount obligated this action: \$ 430,133.32

Total amount obligated to date \$ 7,678,904.52

Section G.6 the Accounting and Appropriation Data for this award is as follows:

(Obligation this Action in Bold)

<u>Approp. Symbol</u>	<u>B &amp; R No.</u>	<u>AFP</u>	<u>Base Period</u>	<u>Option Period 1</u>	<u>Option Period 2</u>	<u>Total Amount</u>
89X0215.91 HA	EH0801206	PS	0	0	400,000.00	400,000.00
89X0215.91 HA	EL1702000	PS	0	0	10,000.00	10,000.00
89X0215.91 HA	EL1703000	PS	0	0	9,991.95	9,991.95
89X0215.91 HA	EL1704000	PS	0	0	10,141.37	10,141.37
89X0215.91 HA	EC0904000	CS	5,000.00	0.00	0.00	5,000.00
89X0215.91 HA	EC1504000	CS	5,000.00	0.00	0.00	5,000.00
89X0215.91 HA	EC1701000	CS	15,000.00	0.00	0.00	15,000.00
89X0215.91 HA	ED1801000	GO	25,411.58	25,000.00	0.00	50,411.58
89X0215.91 HA	ED1805000	GO	.00	10,000.00	0.00	10,000.00
89X0215.91 HA	ED1906010	GO	569,821.00	372,000.00	0.00	941,821.00
89X0215.91 HA	ED1906020	GO	211,966.66	32,000.00	0.00	243,966.66
89X0215.91 HA	ED1907010	GO	00.00	100,000.00	0.00	100,000.00
89X0215.91 HA	ED2000000	GO	50,000.00	0.00	0.00	50,000.00
89X0215.91 HA	EE0801000	CS	10,000.00	0.00	0.00	10,000.00
89X0215.91 HA	EH0120060	CS	8,000.00	0.00	0.00	8,000.00
89X0215.91 HA	EH0301206	GO	1,507,580.00	1,140,000.00	334,892.00	2,982,472.00
89X0215.91 HA	EH0501206	BS	25,000.00	134,940.00	0.00	159,940.00
89X0215.91 HA	EH0601206	CS	270,000.00	234,547.00	0.00	504,547.00
89X0215.91 HA	EH0901206	SS	270,000.00	263,495.00	0.00	533,495.00
89X0215.91 HA	EL1702000	SS	22,000.00	33,000.00	0.00	55,000.00
89X0215.91 HA	EL1703000	CS	20,000.00	0.00	0.00	20,000.00
89X0215.91 HA	EO0101000	SS	00.00	25,000.00	0.00	25,000.00
89X0215.91 HK	EC1501000	CS	20,000.00	0.00	0.00	20,000.00
8900224.91 Y0	EB5102206	GO	159,117.96	0.00	0.00	159,117.96
89X0224.91 YA	EB5102206	GO	950,000.00	400,000.00	0.00	1,350,000.00
Total			\$4,143,897.20	\$2,769,982.00	\$765,025.32	\$7,678,904.52

4. Attachment A, "Statement of Work" is modified to add the following:

**H. Philadelphia Regional Office**

**Required Services**

The Philadelphia Regional Office (PRO) will provide the Contractor with the required computer hardware, software, office supplies and workspace needed to support the tasks. The Contractor shall perform his/her duties within the normal office operating hours of 8:00 a.m. to 6:00 p.m. Monday through Friday. Work will not be performed outside of these hours without the express permission of Task Order Monitor. A fixed work schedule will be established and maintained, unless a personal emergency or unexpected work project arises.

**1.0 Computer and Information Systems Management**

Assist in the management and administration of the Philadelphia Regional Office Local Area Network (LAN) and Wide Area Network (WAN) operations.

**Computer Environment**

The current computer environment is comprised of the following:

- IBM compatible workstations running Microsoft Windows NT, Windows 98 or Windows 2000;
- File Server running Novell NetWare;
- Application server running Microsoft Windows NT (Winsaga database manager);
- Laptops configured for remote access, operating Windows 98 or 2000;
- Desktop printers - all Hewlett Packard;
- Word Processing Software;
- Spreadsheet Software;
- Lotus Notes as e-mail system;
- Various other productivity software applications;
- Hewlett Packard OfficeJet scanner and related software;
- Video conferencing hardware and bridge scheduling software;

**1.1 Network Management (LAN Administrator)**

Set up network services for users including, but not limited to: Corporate Human Resource Information System (Human Resource Management System), and Lotus Notes (electronic mail service);

Organization of computer network; i.e., maintaining software application files and user files in appropriate locations;

Maintain proper amount of computer security (as prescribed by the unclassified Cyber Security Protection Plan) to avoid possible security breaches, including set-up and maintenance of virus detection software, and assigning appropriate user-level access to the LAN;

Evaluate and recommend hardware/software upgrades to existing hardware/software. Install, test, and document new software/hardware or software/hardware upgrades. Perform updates of software/hardware and schedule hardware maintenance to minimize adverse impacts of LAN availability;

Evaluate efficiency of LAN/WAN service and make recommendations/changes as necessary. Develop plans to implement appropriate steps that allow for network growth and proper capacity management.

## 1.2 LAN Administration (LAN Administrator)

Maintain user log-ins and coordination of access to e-mail and access to outside computer systems;

Configure new workstations, including software installation and user set-up;

Document all applicable procedures and any changes to these procedures as necessary. Troubleshoot system problems and document as necessary;

Ensure LAN service set-up for new employees, i.e., workstation set-up and log-ins;

Assist in any software and/or hardware changes;

Install all software/applications on DOE equipment;

Provide video conferencing services, including dial-up connections of possible multi-point video conferences;

Assist in updating and implementing the Unclassified Cyber Security Protection Program;

- 1.2.9 Provide assistance with Internet connectivity needs;
- 1.2.10 Prepare obsolete equipment for excess or donation, including reformatting computer hard drives, testing equipment, and noting any deficiencies in any of the equipment; and
- 1.2.11 Interface with DOE technical support for installations, upgrades, and troubleshooting on a variety of programs.

## **2.0 Project Monitor**

The Project Monitor position will provide management to technology deployment and/or grants programs within the Philadelphia Regional Office, while being directed by the Task Order Monitor. Travel is required.

Typical duties include: assisting with the execution of the initiatives, including planning operational details, scheduling events, managing resources, problem solving, monitoring outcomes, reporting on status and performance; and serving as the channel for communicating information between the DOE EERE program representatives and regional stakeholders.

Regional stakeholders include: Interstate/State/Regional/Local governments, other Federal agencies, industrial and commercial groups, utilities, trade associations, nonprofit organizations, educational institutions, small businesses, and individuals.

- 2. Assist in developing annual plan(s) and budget request(s) for assigned program(s) and project(s) within assigned deadlines in conjunction with HQ program representatives and Regional Office management.
- 2.2 Manages assigned projects by implementing tasks in order to achieve milestones identified in the annual plan(s) and budget request(s).
- 2.3 Develops and implements inputs and activities for the PRO Marketing Plan.  
  
Provides technical assistance and information to customers, partners, grantees, and others as needed or requested to achieve goals of assigned program(s).
- 2.5 Completes work products and assignments using DOE/EERE program regulations, policies and guidelines.  
  
Prepares periodic report(s), as needed, on project status and results.

Coordinates and communicates program and technology activities with colleagues, customers, stakeholders and Headquarters program staff.

Assist in planning, executing, monitoring, and closing grants, cooperative agreements and other procurement instruments for assigned program area.

- 2.9 Provides assistance on procurement actions.

**Data Analyst**

- 3.1 Provide analysis, reconciliation and data entry of various grants administered by the Department of Energy. —
- 3.2 Provide on-site assistance in organizing and maintaining a supply facility structure that includes, but is not limited to, materials replenishment, control, systematic labeling of key items identified by the Task Order Monitor.
- 3.3 Maintain a computer-designed program to track all purchases of software and hardware, on-site locations of computer software, equipment and manuals, and status of software and related materials as well as hardware equipment.
- 3.4 Assist Director, Deputy Director and staff in planning meetings and events that includes the designing of any display materials needed for the meeting or event also being the primary contact person for the meeting or event.
- 3.5 Assist Director and Deputy Director with preparations for travel, includes the preparation of travel documents and arrangements for hotel and transportation.
- 3.6 Maintain a database consisting of stakeholder contacts for the Director, Deputy Director and staff. The database can be converted into a mailing list for sending marketing and event calendars to stakeholders.
- 3.7 Coordinate training events for staff.
- 3.8 Provide assistance to the LAN Administrator with general network systems support and troubleshooting, as needed.
- 3.9 Assist with other office support duties as assigned.

#### 4.0 Technical Writer

- 4.1 Function as the public relations contact for the PRO, providing the following: create and edit public information brochures, create office presentations, assist in organizing public events, attend conference calls for the web-site and communications groups, and distribute program information to the public.
- 4.2 Assist with the development and maintenance of PRO web site, presentation graphics and other public information/marketing materials, including transparencies, slides and multimedia products when requested by the Task Order Monitor.
- 4.3 Provide on-site assistance in maintaining the current software program designed to facilitate the record keeping, status and updating of publications, materials, videos, diskettes and any other associated resource center documents.
- 4.4 Maintain a system to index all books and materials to ensure there is correlation between the software program and the location of the subject matter. Maintain records of publications, documents and other materials loaned from the Resource Center.
- 4.5 Maintain/update PRO in-house bulletin boards; assist on administrative development of PRO sponsored conferences, workshops, meetings, and PRO publications.
5. The attached Department of Labor Wage Rate Determinations (Colorado, No. 1994-2081, Revision No. 20; Washington, No. 1994-2563, Revision No. 22; Illinois, No. 1994-2167, Revision No. 23; Pennsylvania, No. 1994-2449, Revision No. 16; Massachusetts, No. 1994-2255, Revision No. 18) are hereby incorporated into Attachment D of the contract.
6. Except as provided above, all terms and conditions of the contract remain unchanged and in full force and effect.